

Task Code 010 – SCOPING LETTER PREPARATION PROCEDURES

PURPOSE

To ensure that the Department has all of the information necessary to deem the application complete per Section 65943 of the Government Code. To scope the project's planning requirements in order to give the applicant the choice to continue with processing or to withdraw.

OUTLINE OF PRIMARY STEPS

Completed by Project Manager

- Preliminary case review (Determine Appropriate Review assignment)
- Schedule an applicant contact meeting, invite all appropriate staff members
- Determine whether the application is complete by verifying that all required information was submitted with the original application package
- Verify that tasks were assigned to appropriate Specialists and other Departments
- Address additional noticing requirements immediately for ADs, Residential Condo Conversions, OSE Vacations, Variances, TM Revised Maps, TM Resolution Amendments, TM Time Extensions, and TM Expired Maps.
Develop the project description and identify major issues. Check for moratoriums, review for permit applicability, and check KIVA for holds, violations or any other vital information
- Contact the Community Planning Group and the Applicant
- Complete the Project Planning Analysis – Evaluate the project for conformance with the General Plan, Zoning Ordinance, County objectives and other applicable laws and regulations. Input is received from the DPW Project Manager, DPR, subject area specialists, Community Planning/Sponsor Group, Design Review Board, and outside agencies (i.e. fire districts, sewer district, water districts).
- Review project for any required or potential conflicts with on-site or off-site easements.
- Review the Plot Plan, Subdivision Maps and Condo Conversions, Preliminary Grading Plans, Stormwater Management Plans, Visual Analysis, as applicable.
- Conduct a field visit
- Cultural Resources/Tribal Consultation - If the proposed project is a General Plan Amendment or requires a cultural resources survey, a consultation with local Indian tribes is required. Have staff cultural resources specialist initiate consultation.
- Evaluate responses from all reviewing departments, including DPW, DEH and DPR
- Evaluate responses from external agencies and planning groups
- Prepare Scoping Letter and have it reviewed by the appropriate level of management.
- Prepare cost estimate and project schedule.
- Schedule the project to be reviewed at the Development Review Team (DRT) briefing or the Director's Briefing. Incorporate recommendations.
- Conduct an Applicant Contact Meeting to review potential project issues, after the Scoping Letter has been finalized.